Extra work – processing completed extra work for exempt employees

Extra hourly work completed by exempt full- and part-time teachers should be processed after you have received their reporting of time worked during the pay period. Review the SOP – Extra work for extra pay for more information.

Note: If you are trying to pay an employee for extra work that is not listed on the Supplemental Pay Schedule, email time@k12albemarle.org with information about the type of work performed and what the pay rate should be, if known. The Human Resources compensation staff will review your information, offer guidance on how to process the payment, and oversee getting the rate information added to the supplemental pay schedule, if necessary.

Definition
“Extra work” is work that meets these requirements:
- It is not part of the employee’s regular full- or part-time job.
- The employee receives additional pay for the work.
- The work done on a temporary basis is listed with a specific rate on the supplemental pay schedule but is NOT in the “Substitute Employees” section on page 1.

Note: if the employee is doing extra work that is not on the supplemental pay schedule and has an hourly rate specific to the employee, that employee has a second pay record in Great Plains, and any labor level transfers should include all 7 labor levels. Review this documentation regarding how to charge time for further information.

Process
The most efficient way to track this time and pay the employee correctly is to add the extra shift to the employee’s schedule, assign a work rule to pay the employee the correct amount, and then perform a labor level transfer to charge the funds to the correct budget. The steps are summarized here and explained in detail below:

1. Add the completed hours to the employee’s schedule as an extra shift
2. Apply a work rule specifying the type of work
3. Specify the necessary Labor Levels to charge to the correct budget

Information needed
- Date and time for extra work
- Supervisor code (corresponds to supervisor’s employee ID in Great Plains) for the supervisor who should approve the time on the timecard
- Budget code from which the work is to be paid; review the supplemental pay schedule to identify this information

Reminders for employees
- Exempt employees report their time to their primary timekeeper after the work is completed, using a paper timecard or a Google form. Timekeepers should establish the process for their location.

Verifying that labor level transfers have used existing budget codes
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For any pay period that you have employees performing extra work, whether during the summer or during the regular school year, you should run the Non-Existing Budget Codes report as part of your weekly signoff procedures. Follow the steps below to run the report:

- Open Internet Explorer (Do not use Google Chrome unless you download the IE extension available here: https://chrome.google.com/webstore/detail/ie-tab/hehijbfgiekmjfkfjpbkbbammjbdenadd?hl=en-US.)
- Paste the report link into the browser: http://cob-gp-dyn2016.albemarle.org/Reports/report/COB/General/WTK_Nonexisting_Budget_Codes

Note: this report requires users to sign in.

- If you are connecting from outside the network, you will need to establish a VPN connection to the network first.
- Schools users will enter their domain and username: schls\username
- All users enter their regular network password (the same one you use to open email, log onto your computer, etc.)

If you don’t see any transactions on the report, that means you have not inadvertently used a budget code that doesn’t exist. If your transaction appears on the report, consult the Understanding the Non-Existing Budget Codes report documentation for appropriate next steps.

Kronos process
1. Open the employee’s timecard and navigate to the correct pay period (work week).
2. Click on the Go To command in the upper-right corner of the timecard and select Schedules from the dropdown menu.
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3. When the Schedules page opens, right-click on the day you want to add the extra work and select Add Shift from the shortcut menu.

![Add Shift Menu](image)

4. The Add Shift window appears. Edit the Start Time and End Time cells for the extra work. Note that the Duration field automatically calculates the length of the shift.

![Add Shift Window](image)

5. Click into the Work Rule Transfer cell and select the appropriate job from the dropdown list.

![Work Rule Transfer Dropdown](image)
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6. Click into the Labor Level Transfer cell and select the Search command.
7. When the Transfer window opens, complete the Labor Accounts information for the first four segments:
   - HR Dept Code: [click here for a list of these codes]
   - Fund-Dept-Loc: you can find this information on the Supplemental Pay Schedule. [Open the Payscales page and then open the Supplemental Pay Schedule for the correct school year]
   - Reports To: use the supervisor’s employee ID; if the supervisor is part of your department/location, you can find that information using these directions. Otherwise, use the Positions by Employee report.
   - Function-Object: you can find this information on the Supplemental Pay Schedule. [Open the Payscales page and then open the Supplemental Pay Schedule for the correct school year]

Notes:
- For extra work jobs, you can leave labor levels 5-7 blank without affecting your ability to charge the time correctly.
- For more information about labor levels, review the Understanding Labor Levels documentation.
- For directions on filling out the labor levels, review the Transferring labor levels documentation.
8. Once the four segments are completed, click on the **Apply** command in the lower-right corner.

9. Review the information you’ve entered into the **Add Shift** window for accuracy, and then click on the **Apply** command in the lower-right corner.  
**Note:** for the day in question, the Schedule now contains the additional shift as shown below.

10. Because you have made a change to the employee’s schedule, you must save your work on this page before returning to the timecard. Click on the **Save** command in the upper-right corner of the page.

When you return to the timecard, you will see the schedule adjusted for that day, with the extra work shift on its own line, and information in the Transfer column indicating how that shift was designated.

**What happens on the employee’s timecard?**
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Because exempt employees do not log their time directly on the timecard, they will only see the extra work added on after it has been performed and they have given you the report of time worked. After you have performed the above steps, the extra shift is added onto the timecard as another block of time on the specific day. The Transfer column indicates how that shift was designated. In the screenshot below, the employee was performing extra work as a tutor.

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 11/10</td>
<td>7:30AM-2:45PM</td>
<td>7:30AM</td>
<td>2:45PM</td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 11/11</td>
<td>7:30AM-2:45PM</td>
<td>7:30AM</td>
<td>2:45PM</td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 11/12</td>
<td>7:30AM-2:45PM</td>
<td>7:30AM</td>
<td>2:45PM</td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 11/13</td>
<td>3:00PM-9:30PM</td>
<td>3:00PM</td>
<td>9:30PM</td>
<td>Tutoring II Licensed</td>
<td>7:15</td>
<td>8:45</td>
<td>16:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 11/14</td>
<td>7:30AM-2:45PM</td>
<td>7:30AM</td>
<td>2:45PM</td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 11/15</td>
<td>7:30AM-2:45PM</td>
<td>7:30AM</td>
<td>2:45PM</td>
<td></td>
<td>7:15</td>
<td>7:15</td>
<td>7:15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Because the work rule transfer has already been done, the Totals tab displays that time separately. The “All Hours” line totals the time logged, and the line labeled with the work rule you selected in step 5 (in the example below, “Tutoring II Licensed”) indicates the amount of money paid.

<table>
<thead>
<tr>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>-000999-9999/003453/999999-999999/NA/20190/08P</td>
<td>All Hours</td>
<td>36:15</td>
<td>$0.00</td>
</tr>
<tr>
<td>-02100-6101/004735/461120-112220/NA/20190/08P</td>
<td>All Hours</td>
<td>1:30</td>
<td>$37.50</td>
</tr>
<tr>
<td>-999999-9999/003453/999999-999999/NA/20190/08P</td>
<td>Base Pay</td>
<td>36:15</td>
<td>$0.00</td>
</tr>
<tr>
<td>-02100-6101/004735/461120-112220/NA/20190/08P</td>
<td>Tutoring II Licensed</td>
<td>1:30</td>
<td>$37.50</td>
</tr>
</tbody>
</table>